



METROPOLITAN  
TRANSPORTATION  
COMMISSION

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*Scott Haggerty, Chair*  
Alameda County

**ADMINISTRATION COMMITTEE**

November 4, 2009

**MINUTES**

*Adrienne J. Tissier, Vice Chair*  
San Mateo County

*Tom Azumbrado*  
U.S. Department of Housing  
and Urban Development

**Attendance**

*Tom Bates*  
Cities of Alameda County

*Dean J. Chu*  
Cities of Santa Clara County

*Dave Cortese*  
Association of Bay Area Governments

**CONSENT  
Minutes**

*Chris Daly*  
City and County of San Francisco

*Bill Dodd*  
Napa County and Cities

*Dorene M. Giacomini*  
U.S. Department of Transportation

*Federal D. Glover*  
Contra Costa County

*Anne W. Halsted*  
San Francisco Bay Conservation  
and Development Commission

*Steve Kinsey*  
Marin County and Cities

*Sue Lempert*  
Cities of San Mateo County

*Jake Mackenzie*  
Sonoma County and Cities

*Jon Rubin*  
San Francisco Mayor's Appointee

*Bijan Sartipi*  
State Business, Transportation  
and Housing Agency

*James P. Spering*  
Solano County and Cities

*Amy Rein Worth*  
Cities of Contra Costa County

*Ken Yeager*  
Santa Clara County

*Steve Heminger*  
Executive Director

*Ann Flemer*  
Deputy Executive Director, Policy

*Andrew B. Fremier*  
Deputy Executive Director, Operations

Chair Bates called the meeting to order at approximately 3:04 p.m. Committee members present were: Commissioners Cortese, Daly, Glover, Kinsey and Sartipi. Other commissioners present were: Tissier, Chu Giacomini, Halsted, Lempert, MacKenzie, Rubin, Spering, Worth, and Yeager.

The Committee received and approved as written the meeting minutes of October 14, 2009.

**MONTHLY FINANCIAL STATEMENTS**

The Committee received the following monthly financial reports for the month of October: Operating Income through September 2009; Report of Operating Expenditures for FY 2009-10 through September 2009; Report of Capital Projects for FY 2009-10 through September 2009; FY 2009-10 Contract Services Disbursement Report for September 2009. For the month of September 2009, the monthly financial report listed seven (7) purchase orders executed by the Executive Director between \$2,500 and \$55,000.

The Committee also received a comparison of the budget and actual revenue and expenditures through September 2009.

**INVESTMENT REPORT**

The Committee received the Investment Reports for the month of September 2009.

**Contract Amendment – Professional Auditing Services: PricewaterhouseCoopers, LLP (PWC)**

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with PricewaterhouseCoopers, LLP in the maximum amount of \$1,840,456 to perform a comprehensive fiscal and compliance audit of MTC, BATA, BAIFA, and MTC SAFE for FY 2009-10. PWC will render appropriate reports as required by the A-133 Single Audit and in accordance with the financial and compliance type described in the Government Auditing Standards. PWC will also review Caltrans expenditures and the ATCAS II project in accordance to Standards for Consulting Services established by the AICPA.

**FY 2009-10 Annual Anticipated Disadvantaged Business Enterprise (DBE) Participation Level Report**

Denise Rodrigues, MTC Contract Administrator, presented the FY 2009-10 Annual Anticipated Disadvantaged Business Enterprise (DBE) Participation Level Report which was prepared in accordance with federal guidelines and changes adopted by Caltrans in June 2009 to include contract goals for federally funded contracts. She advised that staff expects to see increased DBE participation in FY 2009-10 with the reinstatement of contract goals, and staff will continue to assist DBE, Small Business Enterprises and Women's Business Enterprises with finding contracting opportunities, monitor vendor compliance with the DBE program, issue the Business Outreach Committee (BOC) newsletter, coordinate and participate in future BOC outreach events, and work with the Minority Citizens Advisory Committee (MCAC).

**OTHER BUSINESS/PUBLIC COMMENT/ADJOURNMENT/NEXT MEETING**

There being no further business or public comment, the meeting was adjourned at approximately 3:10 p.m. The next Committee meeting date will be on December 9, 2009 in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.